



Department
for Education

Request for Threshold Assessment 2019-2020 – Round 13 England

This form should be handled in confidence at all times

This form should **ONLY** be used by teachers in **England** who are subject to the 2012 Appraisal Regulations. A separate form is available for those teachers in England not covered by the 2012 Appraisal Regulations and for teachers in Wales.

This form is a model only. We recommend that it is used but it is not a statutory requirement. Teachers are advised to check how their school wishes the request for assessment to be made.

Please read Section 2 paragraph 20 of the School Teachers' Pay and Conditions Document (STPCD) 2012 and the Section 3 Guidance before completing this form: <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00091-2012>. The 'Threshold Assessment 2009/10, Round 10: Guidance' is no longer applicable.

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - be on the top point of the classroom teachers' pay scale – M6 – at the time of your request.
- In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
- All those wishing to become post-Threshold teachers will need to meet the post-Threshold standards specified on page 5 of this form.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
- Print, sign and date the form, keeping a copy and pass it to your head teacher by **31 October 2019**.

¹ Or, if relevant, in accordance with paragraph 73 of the section 3 guidance on School Teachers' Pay and Conditions 2012 (<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00091-2012>).

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros) /

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-Threshold standards.

Signed

Date

Part 2: Actions for the head teacher

Check that the teacher is eligible to be assessed. Please read Section 2 paragraph 20 of the School Teachers' Pay and Conditions Document (STPCD) 2012 and the section 3 Guidance before completing this form

(<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00091-2012>). The 'Threshold Assessment 2009/10, Round 10: Guidance' is no longer applicable.

- Before assessing whether the teacher meets the post-Threshold standards the head teacher must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- If the Teachers' Standards are met the head teacher then goes on to assess whether the teacher meets the post-Threshold standards set out on page 5 of this form, having regard to the evidence contained in the appraisal report and/or planning and review statements.
- Make an overall judgement on whether the post-Threshold standards are met/not yet met.
- Complete the head teacher's statement (see page 4).
- Sign, date and copy the form.
- Promptly inform the governing body of this decision, or the LA in the case of an unattached teacher, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the governing body/LA service of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment where the standards have *not yet been met* and a copy of page 4 supplied for their information.
- Where the standards *have been met*, provide the teacher with oral feedback.

To be completed by the head teacher

Name of teacher

School/LA service

Please record your overall judgements below.

Teachers' Standards

To be successful, the teacher must meet the Teachers' Standards as well as each of the post-Threshold standards. Assessment against the post-Threshold standards may not proceed where the teacher does not meet the Teachers' Standards. You should provide a detailed explanation below why the Teachers' Standards have not been met.

Post-Threshold Standards

Please provide a detailed explanation why, in your judgement, all the post-Threshold standards have not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher.

Teachers' Standards/Threshold Standards [please delete as appropriate] not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name

Date

NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or the post-Threshold standards have not yet been met.

Post-Threshold Standards

Professional Attributes

Frameworks

- P1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

Professional Knowledge and Understanding

Teaching and learning

- P2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

Assessment and monitoring

- P3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- P4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

Subjects and Curriculum

- P5 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

Health and well-being

- P6 Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

Professional Skills

Planning

- P7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

Teaching

- P8 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

Team working and collaboration

- P9 Promote collaboration and work effectively as a team member.
- P10 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

The Teachers Standards are available here: [and link to STPCD annex 1]

Request for Post-Threshold Assessment Round 13

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the post-Threshold standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and where required provided with written feedback.

Signed

Head teacher